

## **Guidelines and Tips for Completing the 2005 Pre-Service Teacher Program Application**

*Disclaimer: This is only a “help list” for the undergrad student applicant and makes no promise or guarantee for selection into the program. It makes no promise for a good research match. This guideline is written and based on procedures and habits at Argonne National Lab which may be quite different from other DOE labs. This guideline is written specifically for the PST Program.*

Get your on-line application completed BEFORE February 1<sup>st</sup>. You can submit it after that point but many appointments will have been filled and then be unavailable in terms of your application. Give yourself maximum opportunity! Start at <http://www.scied.science.doe.gov/scied/PST/about.htm>

Create your online account and look over the application. For best quality, complete the application in stages and not all at one time. Remember that it must include at least two faculty recommendations – these often become a limiting factor for completion.

Get your references (professors, TAs, administrators) lined-up early, ideally before the holidays and get their email or phone information in order to gently remind them to complete their evaluation sections on-line in a timely manner. Give them a biographical sketch (bio) of yourself so they have something to write from and can jog their memory and expand on your positive characteristics.

The section on Lab skills and equipment experience. Just be honest and don't worry if you have not used many of these items.

The section of three short essay questions (~39-41) is very important. You do not need to write on all of these QQ. Add your own. Keep it brief, you only have a 250 word limit.

Your special skills to exercise or to develop. Are you a self-starter? Can you work in a team setting? Would you like an opportunity to bring many different skills together to solve a problem? Can you multi-task? Are you patient if things don't move on schedule? Are you willing to travel (expense free) during your internship if needed? Are you strong in a particular subject area or would you value new experience in a specific area? Describe as clearly as you can. Are you willing to search out existing information - on-line, library, or via people paths?

Your areas of interest and your type of research at the lab? Keep a relatively narrow area or areas of interest or scientists may feel your skills are too broad and not specific. You may need to make some choices. You must review the **Argonne Catalog of Research Participation Projects** at <http://www.dep.anl.gov/catalog/catalog.htm> It is a searchable catalog. For many reasons, finding existing research projects and matching your skills to them is VERY IMPORTANT!

How do you feel your experience will allow you to fulfill your professional teaching goals? Don't get too flowery with educational jargon - keep it basic and practical. Scientists must understand and relate to what you write here. How do you see this experience helping you teach science or math and helping motivate your future students? Do you expect to pick-up career connections and understand career paths for your students? How will this experience change your understanding of how research and science is REALLY done? Would you like to be published in a research article? Would this experience give you credence and respect with administrators, teaching peers and your students?

Finally, if you are fortunate and you do get an appointment offer – contact your research mentor and talk with her or him ASAP. Get a clear understanding of what you will be doing and what is expected of you before you accept the appointment. What would a typical day look like? There is a very limited time in which to do this, so you must act promptly. Good Luck!